



# TURN-IN GUIDANCE FOR AUTOMATED RESOURCES

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Updated October 1<sup>st</sup> 2003



# FOREWORD



# FOREWORD

It is very important to check all your computer equipment and property prior to turn-in to the DRMO, for any "**Secret**", "**Classified**", "**Confidential**", "**Tempest\***" or "**Hazardous**" indicator!

\* Please click on TEMPEST to read the definition!

## **For** USAREUR (**ARMY**)

Remember – **Class II** Reportable and **Class VII** – property - DRMO's requiring "**Disposition Instructions**" from 200<sup>th</sup> MMC

# QUICK REFERENCE GUIDE



## QUICK REFERENCE GUIDE FOR CPU'S WITHOUT HARD DRIVES

- DD FORM 1348-1A/2 MUST BE PROPERLY COMPLETED IN 4 COPIES
- STATEMENTS IN BLOCK 27. "ADDITIONAL DATA" ON DD FORM 1348-1A/2:
  - "HARD DRIVE OR SIMILAR DATA STORAGE COMPONENTS HAVE BEEN REMOVED."
  - "CPU CONTAINS NO CLASSIFIED, CONFIDENTIAL OR HAZARDOUS MATERIALS."
  - "The equipment described by this document meets the disposition requirements in accordance with the DoD Memorandum "*Disposition of Unclassified Computer Hard Drives*", dated June 4. 2001."
- IN BLOCK 26 ON DD FORM 1348-1A/2 ENTER CPU CHASSIS SERIAL NUMBER(S) FOR YOUR CONVENIENCE AND REFERENCE
- CPU CHASSIS MUST ALSO HAVE CERTIFICATION THAT THE HARD DRIVE WAS REMOVED. THIS MAY BE ACCOMPLISHED BY ATTACHING A DLIS FORM 1867 AND CHECK MARK THE BOX THAT STATES "HARD DRIVE OR SIMILAR DATA STORAGE COMPONENTS HAVE BEEN REMOVED"

## QUICK REFERENCE GUIDE FOR CPU'S WITH HARD DRIVES

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# DD FORM 1348-1A/2

# EXAMPLE

DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASABLE/RECEIPT DOCUMENT

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
31. DOCUMENT NUMBER & SUFFIX (30-44)										2. SHIP FROM										3. SHIP TO DRMO K-TOWN SG-4070																																																											
32. NATIONAL STOCK NO. & ADD (18-22)										4. VENDOR										5. DATE RECEIVED																																																											
33. PIC (4-6) UI (23-24) QTY (25-26) CON CODE (27) DIST (28-29) UP (30-31)										6. NARC										7. RPT RATE										8. TYPE CARGO										9. PS																																							
34. ADDITIONAL DATA										10. QTY REQD										11. UP										12. UNIT WEIGHT										13. UNIT CUBE										14. UIC										15. SL																			
35. HARD DRIVE OR SIMILAR DATA STORAGE COMPONENTS HAVE BEEN REMOVED. CPU(S) CONTAIN NO CLASSIFIED, CONFIDENTIAL OR HAZARDOUS MATERIAL. "THE EQUIPMENT DESCRIBED BY THIS DOCUMENT MEETS THE DISPOSITION REQUIREMENTS IN ACCORDANCE WITH THE DoD MEMORANDUM, "DISPOSITION OF UNCLASSIFIED COMPUTER HARD DRIVES," DATED JUNE 4 2001."										16. FREIGHT CLASSIFICATION AND CARRIER										17. ITEM DESCRIPTION										18. CONT										19. IN CONT										20. TOTAL WEIGHT										21. TOTAL CUBE																			
36. POC										22. RECEIVED BY										23. DATE RECEIVED										24. SIGNATURE										25. PRINT NAME																																							

.....  
DoDAAC

.....  
JULIAN  
DATE

.....  
SER.  
No.

7021-00CPU

POC \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PREVIOUS EDITION MAY BE USED  
PerFORM (DLA)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----



# These are the information you have to complete on the DD FORM 1348-1A/2!

- 25-29 • INSERT THE ACTUAL QUANTITY
- 74-80 • UNIT PRICE
- 1. TOTAL PRICE • TOTAL PRICE
- 2. SHIP FROM • SHIP TO: INSERT YOUR UNIT NAME ADDRESS .....
- 17. NOMENCLATURE • SPECIFY THE NOMENCLATURE I.E. CPU, PRINTER, MONITOR
- 24. DOCUMENT NUMBER & ...
  - **INSERT YOUR DTID (DISPOSAL TURN IN DOCUMENT NUMBER) DoDAAC, JULIAN DATE AND SERIAL NUMBER FOR THE DOCUMENT**
- 25. NATIONAL STOCKNUMBER ... • NSN/STOCKNUMBER OR FSC: 7021-00 CPU / 7025-00 MONITOR / 7025-00 PRINTER ...
- 26. *CAN BE USED FOR SERIAL NUMBERS* • LIST YOUR SERIAL NUMBERS OF CPU CHASSIS FOR YOUR CONVENIENCE
- 27. ADDITIONAL DATA • STATEMENTS/CERTIFICATIONS
  - COMPLETE POC INFORMATION
- REMEMBER TO PRINT 3 MORE COPIES FROM YOUR MASTER, SO YOU HAVE A SET OF 4 COPIES TOTAL

**IF YOU HAVE CPU'S WITH HARD DRIVE DELETE THE SENTENCE :  
"HARD DRIVE OR SIMILAR DATA STORAGE COMPONENTS HAVE BEEN REMOVED"**





# DD FORM 1348-1A

- ALL PROPERTY MUST BE ACCOMPANIED BY A PROPERLY PREPARED **DISPOSAL TURN-IN DOCUMENT (DTID)** – DD FORM 1348-1A/2
- A MINIMUM OF ONE (1) ORIGINAL AND THREE (3) LEGIBLE COPIES MUST ACCOMPANY PROPERTY TURNED IN FOR DISPOSAL PROCESSING. A RECEIPT COPY OF THE DTID MAY BE PROVIDED TO THE UNIT'S REPRESENTATIVE/DRIVER.
- EACH DIFFERENT **NATIONAL STOCK NUMBER (NSN)** OR **FEDERAL SUPPLY GROUP (FSG)/FEDERAL STOCK CLASS (FSC)** WITH NOMENCLATURE REQUIRES A SEPERATE DD FORM 1348-1A/2
- COMPLETE POC INFORMATION IS REQUIRED I.E. PRINT NAME, SIGNATURE, PHONE NUMBER AND ADDRESS.



# DD FORM 1348-1A/2

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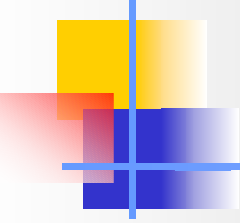
## PLEASE CLICK ON THE BELOW LINKS

- TO SEE OR PRINT OUT THE DD FORM 1348-1A/2

<http://www.drms.dla.mil/turn-in/>

- HOW TO FILL OUT THE DD FORM 1348-1A/2 CHECK UNDER COMPLETE HANDBOOK:

<http://www.drms.dla.mil/drms/internal/General/Publications/publications.html>



# etid



If you are interested in utilizing Electronic Turn-In Documents  
– just click:

*etid etid etid*

<https://www.drms.dla.mil/etid.html>



# WEB DOCS

## Web Enabled Based Document Conversion System

### INTRODUCTION

WEBDOCS or the Web Enabled Document Conversion System is a World Wide Web (WWW) based system that DRMOs use to upload and save scanned 1348 documents (and associated documentation), as well as retrieve and view stored images and data.

The system has two main components: End user hardware and software located at the DRMO and the WEBDOCS application on the DRMS Web server. Documents are scanned and stored on the DRMO (also referred to as local) PC. Users upload and index the documents by key data fields and then save the image/indexing in WEBDOCS.

WEB DOCS comes in two phases. The original phase which uploading documents is done in an interactive manner with the server and Release II which is done at the user's desktop. Release II uploading is three times as fast as the original versions. However, both versions are still available for DRMO use.

This guide provides information about set up procedures (folder structure and naming conventions) for the DRMO PC or LAN, directions for scanning documents using the commercial software package, ScanApp, and WEBDOCS functions.

The production system requires a User ID and password.



# WEB DOCS

## Web Enabled Based Document Conversion System

**At the first screen of WEB DOCS – click "IMAGE DATA RETRIEVAL"**

**WEB DOCS**

Web Based Document Conversion System

**Main Menu**

<b>Document Upload</b> This will take you to the original version of the Document Upload application.	<b>Release II: Document Upload</b> This will take you to the new and improved Document Upload application.
<b>Image Data Retrieval</b>	
<b>Administrative Utilities</b>	

[Help](#)  
[Change Password](#)

[Original WEB DOCS User Guide](#)  
[Release II WEB DOCS User Guide](#)

[https://www.drms.dla.mil/web\\_docs/index.html](https://www.drms.dla.mil/web_docs/index.html)



# WEB DOCS

## Web Enabled Based Document Conversion System

Just click below to launch to WEB DOCS

**WEB DOCS**  
**Web Based Document Conversion System**  
**Main Menu**

<b>Document Upload</b> This will take you to the original version of the Document Upload application.	<b>Release II: Document Upload</b> This will take you to the new and improved Document Upload application.
<b>Image Data Retrieval</b>	
<b>Administrative Utilities</b>	

[Help](#)  
[Change Password](#)

[Original WEB DOCS User Guide](#)  
[Release II WEB DOCS User Guide](#)

[https://www.drms.dla.mil/web\\_docs/index.html](https://www.drms.dla.mil/web_docs/index.html)





1. TYPE IN:

***RIC***

2. TYPE IN:

***YOUR DoDAAC AND JULIAN DATE***

## WEB DOCS

### Image Retrieval

Enter as much information as possible into the key fields. A minimum of three characters must be entered in one of the following fields: DTID, Julian Date, NSN, Generator RIC or Unique Control Number.

DRMO-RIC

DTID

Julian Date

NSN

Generator RIC

Unique Control Number

☐ Check to restrict results to cover documents only

Display Results

Clear

Advanced Retrieval Form

[Help](#)

Return to [Main Menu](#)

3. CLICK:

***TO DISPLAY RESULTS***



# HOW TO TURN-IN CPU'S WITHOUT HARD DRIVES

**The term "hard drive" includes:**

- a. Rigid storage media such as removable disk packs; (e.g., single and multiple platter disk packs); sealed disk drives, hard disk assemblies (HDAs); and magnetic cartridges.**
- b. Optical storage media to include but not limited to optical disks, optical tape and optical Bernoulli cartridges.**





# CPU'S WITHOUT HARD DRIVES

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- HAVE THE HARD DRIVE OR SIMILAR DATA STORAGE COMPONENTS REMOVED
- INFORMATION ON CPU CHASSIS / HOUSING IS REQUIRED – YOU MAY USE THE DLIS 1867 AND CHECK MARK "*CHECK IF HARD DRIVE OR SIMILAR DATA STORAGE COMPONENTS HAVE BEEN REMOVED*"
- HAVE DTID NUMBER ON DLIS 1867



# PLEASE REMEMBER TO REMOVE ALSO FROM:

---

- NOTEBOOKS
- LAPTOPS
- DOCKING STATION(S)
- HANDHELD COMPUTERS (PALM ...)
- ORGANIZER(S)
- AND OTHER(S)

SEE NEXT SLIDE



# PLEASE REMEMBER TO REMOVE:

---

- **CD-ROM(S) MEDIA (NOT THE CD-ROM DRIVE)**
- **FLOPPY DISKETTE(S) (NOT THE DISKETTE DRIVE)**
- **ZIP MEDIA(S) (NOT THE ZIP DRIVE)**
- **PCMCIA CARD(S)**
- **SMART MEDIA CARD(S)**
- **MULTIMEDIA CARD(S)**
- **COMPACT FLASH CARD(S)**
- **SECURE DATA CARD(S)**
- **MEMORY STICK(S)**
- **MICRODRIVE(S)**
- **BACK UP TAPE(S)**
- **ETHERNET CARD(S) EXTERNAL**
- **MODEM CARD(S) EXTERNAL**
- **LAN CARD(S) EXTERNAL**
- **NETWORK CARD(S) EXTERNAL**

INTERNAL DEVICES (GRAPHIC-, SOUND-, NETWORK-  
OR CONTROLLER CARDS) MAY STAY IN THE CPU



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# **STATEMENTS FOR CPU'S **WITHOUT** HARD DRIVES**

# STATEMENTS REQUIRED ON DD FORM 1348-1A/2 FOR CPU(S) **WITHOUT** HARD DRIVES:



- HARD DRIVE OR SIMILAR DATA STORAGE COMPONENTS HAVE BEEN REMOVED
- CPU CONTAINS NO CLASSIFIED, CONFIDENTIAL OR HAZARDOUS MATERIALS
- "The equipment described by this document meets the disposition requirements in accordance with the DoD Memorandum "*Disposition of Unclassified Computer Hard Drives*", dated June 4, 2001."

**ALL 3 STATEMENTS ARE REQUIRED ON THE  
DD FORM 1348-1A/2 IN BLOCK 27 (ADDITIONAL DATA)**

Print name, rank/grade and signature of individual  
certifying the above information

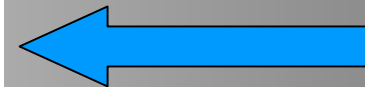


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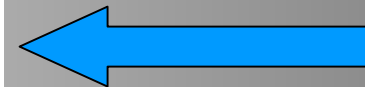
# **LABEL FOR CPU'S WITHOUT HARD DRIVES**

# PREFERED LABEL FOR CPU'S WITHOUT HARD DRIVE(S)

CERTIFICATION OF HARD DRIVE DISPOSITION	
This certifies this hard drive: <input type="checkbox"/> Check if hard drive or similar data storage components have been removed.	
Serial No.	Barcode No.
Make and Model	
Was overwritten/Degaussed/Destroyed in accordance with DoD Memo dated June 4, 2001, Disposition of Unclassified DoD Computer Hard Drives, On (date) _____	
Software or Degausser Used _____ (Mfg, product version, date)	
OR _____ (e.g., approved metal destruction facility)	
Method of Destruction	
Generator Name	
Phone No.	DTID No.
Printed Name	Rank/Grade
Signature	Date
DLIS FORM 1867, OCT 2002	



**CHECK MARK THIS BOX IF  
HARD DRIVE(S) OR OTHER  
HAVE BEEN REMOVED**



**INSERT THE DTID NUMBER**

**DTID NUMBER to be found on the DD Form 1348-1A/2 in field 24. (vertical)**



# HOW TO TURN-IN CPU'S WITH HARD DRIVES

The term "hard drive" includes:

- a. Rigid storage media such as removable disk packs; (e.g., single and multiple platter disk packs); sealed disk drives, hard disk assemblies (HDAs); and magnetic cartridges.
- b. Optical storage media to include but not limited to optical disks, optical tape and optical Bernoulli cartridges.





# CPU'S WITH HARD DRIVES

Housings containing overwritten Hard Drives

The generator must attach the label DLIS 1867 on each housing. The label must contain the following:

- serial number of the housing
- method of sanitization
- manufacturer, product version, date used or approved metal destruction facility
- DTID NUMBER
- printed name, rank/grade, signature and date



# PLEASE REMEMBER TO REMOVE ALSO FROM:

---

- NOTEBOOKS
- LAPTOPS
- DOCKING STATION(S)
- HANDHELD COMPUTERS (PALM ...)
- ORGANIZER(S)
- AND OTHER(S)

SEE NEXT SLIDE



# PLEASE REMEMBER TO REMOVE:

---

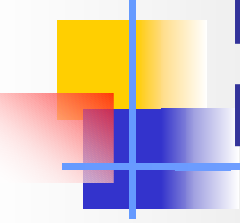
- **CD-ROM(S) MEDIA (NOT THE CD-ROM DRIVE)**
- **FLOPPY DISKETTE(S) (NOT THE DISKETTE DRIVE)**
- **ZIP MEDIA(S) (NOT THE ZIP DRIVE)**
- **PCMCIA CARD(S)**
- **SMART MEDIA CARD(S)**
- **MULTIMEDIA CARD(S)**
- **COMPACT FLASH CARD(S)**
- **SECURE DATA CARD(S)**
- **MEMORY STICK(S)**
- **MICRODRIVE(S)**
- **BACK UP TAPE(S)**
- **ETHERNET CARD(S) EXTERNAL**
- **MODEM CARD(S) EXTERNAL**
- **LAN CARD(S) EXTERNAL**
- **NETWORK CARD(S) EXTERNAL**

INTERNAL DEVICES (GRAPHIC-, SOUND-, NETWORK-  
OR CONTROLLER CARDS) MAY STAY IN THE CPU



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# STATEMENTS FOR CPU'S WITH HARD DRIVES



# STATEMENTS REQUIRED ON DD FORM 1348-1A/2 FOR CPU'S WITH HARD DRIVES:

---



- CPU CONTAINS NO CLASSIFIED, CONFIDENTIAL OR HAZARDOUS MATERIALS
- “The equipment described by this document meets the disposition requirements in accordance with the DoD Memorandum “*Disposition of Unclassified Computer Hard Drives*”, dated June 4, 2001.”

**BOTH STATEMENTS ARE REQUIRED ON THE  
DD FORM 1348-1A/2 IN BLOCK 27 (ADDITIONAL DATA)**

Print name, rank/grade and signature of individual  
certifying the the above information



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# **LABEL FOR CPU'S WITH HARD DRIVES**

# LABEL FOR CPU'S WITH HARD DRIVES



.pdf Fillable Form: <http://www.drms.dla.mil/turn-in/dlis1867.pdf>

.frp Form Flow Form: <http://www.drms.dla.mil/turn-in/>



CERTIFICATION OF HARD DRIVE DISPOSITION	
This certifies this hard drive: <input type="checkbox"/> Check if hard drive or similar data storage components have been removed.	
Serial No.	Barcode No.
Make and Model	
Was overwritten/Degaussed/Destroyed in accordance with DoD Memo dated June 4, 2001, Disposition of Unclassified DoD Computer Hard Drives, On (date) _____	
Software or Degausser Used _____ (Mfg, product version, date) OR _____ (e.g., approved metal destruction facility)	
Method of Destruction	
Generator Name	
Phone No.	DTID No.
Printed Name	Rank/Grade
Signature	Date
DLIS FORM 1867, OCT 2002	

# **LABEL FOR CPU'S WITH HARD DRIVES**



**<http://www.drms.dla.mil/turn-in/dlis1867.pdf>**

**The DLIS Form 1867 .pdf form has been re-sized, so it can printed on sticky labels Avery Label 5164 or 'PRES-a-ply' Label 30604. There are 6 labels, at 3.5" x 4" per sheet.**

## **Updated 18 APRIL 2002**

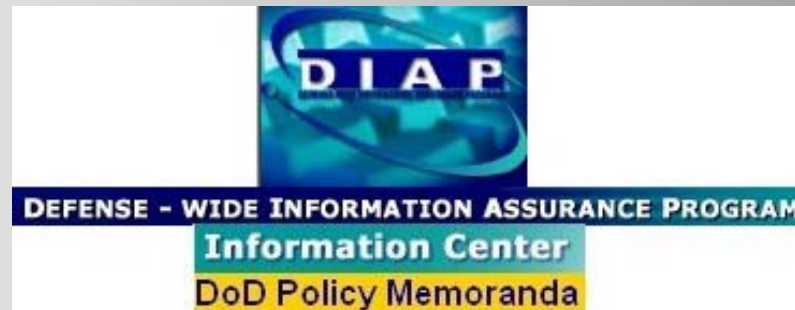
For your use, DLA has developed a label, based on the information required in Attachment 4 of the June 4, 2001 ASD Memorandum. This is an optional form. Please note that it also contains a block to check, if you are turning in housings where the hard drive(s) have been removed. This form can be printed on sticky labels, i.e., Avery 5164 or Pres-a-ply 30604.





# **AUTHORIZED**

## **SOFTWARE /DEGAUSER DEFINITION SOURCE**





## 2.2. Software Available for Overwriting:

Listed below are products that produce overwriting software tools. These products are currently in use by DoD Components and are considered to meet the minimum standards called out in this policy link on previous slide.

**Note:** This listing is not all-inclusive and there may be other products that meet the required specifications in addition to the products listed below.

The program names are hyperlinked – so just click on the name and you will be automatically launched to their home page to download the programs.

- [No Trace](#)
- [DataEraser](#)
- [UniShred Pro](#)
- [CleanDrive](#)
- [Sanitizer](#)



# HARD DRIVE TURN-IN



## Usable Hard Drives (removed from CPU housings) will contain the following on **DLIS Form 1867** :

- the hard drive serial number
- method of sanitization
- manufacturer, product version, date used or approved metal destruction facility
- printed name, rank/grade, signature and date

### **New Hard Drives (in un-broken packaging)**

No labeling or certification requirement exists

### **Unused Hard Drives (not in original packaging)**

The ETID/DTID must contain a signed certification such as "Hard Drive(s) has/have not been used".



# LABEL FOR HARD DRIVES

.pdf Fillable Form: <http://www.drms.dla.mil/turn-in/dlis1867.pdf>

.frp Form Flow Form: <http://www.drms.dla.mil/turn-in/>



CERTIFICATION OF HARD DRIVE DISPOSITION	
This certifies this hard drive: <input type="checkbox"/> Check if hard drive or similar data storage components have been removed.	
Serial No.	Barcode No.
Make and Model	
Was overwritten/Degaussed/Destroyed in accordance with DoD Memo dated June 4, 2001, Disposition of Unclassified DoD Computer Hard Drives, On (date) _____	
Software or Degausser Used _____ (Mfg, product version, date) OR _____ (e.g., approved metal destruction facility)	
Method of Destruction	
Generator Name	
Phone No.	DTID No.
Printed Name	Rank/Grade
Signature	Date
DLIS FORM 1867, OCT 2002	



# SCRAP HARD DRIVES

When physical destruction is the method of disposition and hard drives are turned in as scrap, a label is not required. If the generator requires verification that hard drives were turned-into the DRMO, the generator will annotate the 1348-1A with the following statement:

**“The residue, identified by this document, is derived from the processing of computer hard drives based on the requirements of the Assistant Secretary of Defense letter dated June 4, 2001 subject: Disposition of Unclassified DoD Computer Hard Drives.”**

## PLEASE COMPLETE STANDARD FIELDS:

- BOX 2. SHIPPED FROM BLOCK
- FIELD 24. (VERTICAL) DOCUMENT NUMBER
- FIELD 26. VERTICAL. POC INFORMATION



1. TOTAL PRICE															2. SHIP FROM															3. SHIP TO DRMO K-TOWN SG4070																																																											
UNIT PRICE															DOLLARS															CIS																																																											
DOLLARS															CIS															4. MARK FOR																																																											
5. DATE															6. NUC															7. RET RATE															8. TYPE CARGO															9. PS																													
10. QTY. RECD															11. UP															12. UNIT V BHT															13. UNIT OLB															14. LFC															15. SL														
16. FBGHT CLASSIFICATION & CLATURE																																																																																									
17. FBGHT CLASSIFICATION & CLATURE SCRAP METAL																																																																																									
18. TIGHT															19. TIGHT															20. TOTAL V BHT															21. TOTAL OLB																																												
22. FBGHTED BY																														23. DATE FBGHTED																																																											
<div> <div> 24. DOCUMENT NUMBER &amp; SUFFIX (30-44)   25. NATIONAL STOCK NO. &amp; ADD (8-22)   26. RIC (4-6) QTY (25-29) CON CODE (7-1) DIST (55-56) LP (74-80) </div> <div> DOODAC JULIAN SERIAL NO DATE </div> </div>																																																																																									
<div> 27. ADDITIONAL DATA   28. POC </div>																																																																																									

"The residue, identified by this document, is derived from the processing of computer hard drives based on the requirements of the Assistant Secretary of Defense letter dated June 4, 2001 subject: Disposition of Unclassified DoD Computer Hard Drives."



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# **ALL OTHER COMPUTER RELATED DEVICES**

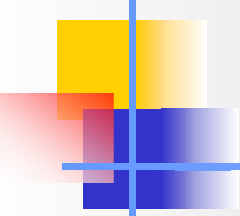




# ALL OTHER COMPUTER RELATED DEVICES UNDER FSC 7025 LIKE:

---

- MONITOR(S)
- PRINTER(S) **TONER OR INK CARDRIGES NEED TO BE REMOVED**
- KEYBOARD(S)
- SPEAKER(S) (1 PR)
- MODEM(S)
- MOUSE/MICE
- PLOTTER(S) **TONER OR INK CARDRIGES NEED TO BE REMOVED**
- EXTERNAL DEVICE(S)
- AND ALL OTHER(S) WHICH DO NOT FALL UNDER THE CATEGORY OF **CLASSIFIED, SECRET, TEMPEST OR HAZARDOUS-WASTE.**



# ALL OTHER COMPUTER RELATED DEVICES

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- FILL OUT DD FORM 1348-1A/2 PROPERLY
- NO LABEL IS REQUIRED
- NO SERIAL NUMBERS REQUIRED  
(unless serial numbers required by your SSA/SUPPLY)
- NO STATEMENTS REQUIRED (**unless the item(s) previously contained hazardous fluids or materials – please contact DRMO personnel for additional instructions**)

## REMEMBER:

EACH DIFFERENT NSN OR **FSC** REQUIRE IT'S OWN DD FORM 1348-1A/2



# CRITICAL FSG/FSC

# CRITICAL FSG/FSC



Detailed information to be read under:  
Page 2-4

**DRMS-I 4160.14, VOLUME II, Chapter 2, Section 1**



Click me

<http://www.drms.dla.mil/publications/4160.14/II/c2.pdf>



# LSN STATEMENT

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PLEASE CONTACT THE DRMO TO GET  
ASSISTANCE FOR THE LSN STATEMENT.

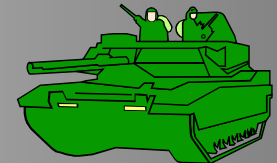


# How to find out what Class your property falls under - using



<http://www.fedlog.com/main.php>

## USAREUR (ARMY) ONLY





**MAKE SURE TO CLICK THE TANK**

**FED LOG - Interactive**

File Edit Service Dataviews View Help Related Web Links

Today's Date: 25 Aug 03 Effective Date: 1 Aug 2003

**Army Interactive Query** FOUO

NIIN/NSN	<input type="text"/>	FSC	<input type="text"/>
Part Number	<input type="text"/>		
Item Name	<input type="text"/>	INC	<input type="text"/>
Medical Name	<input type="text"/>		
Supplier Name	<input type="text"/>	Source of Supply	<input type="text"/>
CAGE Code	<input type="text"/>	Characteristics	<input type="text"/>

LIN	<input type="text"/>
Section	<input type="text"/>

Search LIN CAGE to P/N Clear All Search



**FED LOG - Interactive**

File Edit Service Dataviews View Help Related Web Links

Today's Date: 25 Aug 03 Effective Date: 1 Aug 2003

Item Name: SIGHT\_REFLEX Army

Nomenclature: SIGHT REFLEX COLLIM

**Army Master Data File Response for NSN 1240-01-411-1265** FOUO

ACT	ADDL	SOS	AAC	PS	UNIT	PRICE	UI	FC	UM	MEAS-QTY	EIC	EC
		B14	B			259.00	EA					G
SCMC	AEC	MATCAT		LIN	LCC	RICC	ARC	SRC	SCIC	CIIC	ICC	SLC
2M	1	M21LZ		S60288	A	2	N		3	N	0	0
ARI	ARI	RIC(S)			DML	ADP	PMI	MR	RC	ESDC	HMIC	CC
					D			0	0		N	X
SERVICEABLE CREDIT VALUE						UNSERVICEABLE CREDIT VALUE						
199.00						0.00						
PHRASE	PHRASE	RELATED	UI	UM	MEAS	QTY	QTY	PER				
CODE	STATEMENT	NSN/MCN	REL	REL	REL	ASSY						

Previous NSN Next NSN I & S Data New Search

LIN Replace NSN

**MATERIAL CLASS CODE  
2 & 7**

**IF THE RICC SHOWS A "2" – DISPOSITION  
INSTRUCTIONS FROM 200<sup>TH</sup> MMC IS REQUIRED**





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- IF PROPERTY IS CLASS II & VII

- AND THE RICC CODE IS "2"

- A DISPOSITION LETTER OR DISPOSITION INSTRUCTIONS ARE REQUIRED FROM 200<sup>TH</sup> MMC

- CONTACT YOUR SUPPLY/ SSA OR PBO

REMEMBER

**AS SOON YOU HAVE THE DISPOSITION PACKAGE  
BACK – MAKE SURE THAT THE PROPERTY IS MARK  
FOR: DRMO (Name -)**

# EXAMPLE OF DISPOSITION LETTER



DEPARTMENT OF THE ARMY  
200th MATERIEL MANAGEMENT CENTER  
UNIT 23203  
APO AE 09263

ATLANTA MMC ISND (119)

10 Mar 2003

SUBJECT: Major Item Excess disposition instructions Response

1. PBO Document Number: 4940004496689
2. Losing Unit: AUGERIA ARMY/MAINTENANCE ACTY
3. LIN: 136305
4. NSN: 4940004496689
5. Nomenclature: DEGREASER PTEL SOLTY
6. Quantity: 1
7. Serial Number(s):
8. Condition code: H
9. CHC code:
10. Requires CLASSIFIED Statement (YES OR NO): NO
11. TURN-IN SUSPENSE DATE:
12. Ship To: DRMO RIC SQG - KAISERSLAUTERN SG4070
13. Phone: 483-8346/7776
14. Point of contact: Mr. LANG
15. Purpose Code: DRMO
16. TLE Reference Number:
17. MSC Control #: CG 3119
18. Turn-In Standards: Ship as is
19. Special Instructions:



200th MMC  
Disposition Instructions  
Turn In To: SG4070  
MGR: JORDAN, ROYCE  
Date: 27 Mar 2003

**SG4070**

(DRMO (Name -) DoDAAC



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# **“TEMPEST” TECHNOLOGY ITEMS/EQUIPMENT (T T I E)**

**Please read next slide for the definition of  
“TEMPEST” TECHNOLOGY  
ITEMS/EQUIPMENT (T T I E)**

**DRMS-I 4160.14, Volume II, Chapter 4**

**75. “TEMPEST” Technology Items/Equipment (TTIE).**

See DoD 4160.21-M-1, Appendix 4, Category 11.



Tempest is a term used to denote measures for preventing compromising emanations (electronic/ electromagnetic) from electrically operated devices. More simply put, TTIE has been manufactured with additional devices built in to prevent monitoring.

- a. When examining TTIE at receipt, the property should be checked for “TEMPEST” markings. TTIE that has TEMPEST application and is commercially available should have been sanitized (remove/declassify/desensitize-items/equipment of all classified/sensitive data and software) by the generating activity prior to turnin. The DTID should be annotated that the item has TEMPEST application and has been sanitized prior to turnin. Consider this property as strategic list items, DEMIL code Q.
- b. Upon receipt, challenge suspected Tempest Equipment to the generator. Annotate the generator’s confirmation on the DTID. Document attempts of resolution.
- c. The following **indicators** may assist in the identification of “TEMPEST” TTIE:
  - (1) Documentation sometimes is marked with the word “TEMPEST”.
  - (2) Attached SF Form 120, Reports of Excess Personal Property, cleared by DISA may reflect IT is “TEMPEST”.
  - (3) Review of data plate on rear of property reveals the word “TEMPEST”.
  - (4) Manufacturer **model number** puts the letter “T” within the number, e.g., CPT Corporation, Model 8000T.
  - (5) Equipment is embossed with “TEMPEST warnings”.
  - (6) Tags may be glued to equipment stating, “This machine processes up to top secret”, or lower classification such as confidential.
- d. When an item has been determined to incorporate TEMPEST technology and it was designed for military use, ensure the item is to be completely mutilated to preclude further use for its original function. This includes both entire end items and individual components, as applicable.

END OF TEMPEST DEFINITION



# LINKS



# LINKS

Just click below

Cataloging  
HANDBOOK

H2

Department of the Army Supply Bulletin

SB 708-21

**FEDERAL SUPPLY CLASSIFICATION**

**Groups and Classes**

**THE ULTIMATIVE SITE FOR FSG/FSC's!**

<http://www.dlis.dla.mil/PDFs/h2.pdf>

# LINKS

Please click the objects



<http://www.defenselink.mil/>



## Instructions

Basic and detailed Turn-In instructions

<http://www.drms.dla.mil/turn-in/Instructions/instructions.html>

## Publications

This link contains the publications and regulation books usually in .pdf format



<http://www.drms.dla.mil/publications/index.html>



Very good site if you need to look up FSC/LSN (4 first numbers from a NSN)

<http://www.dlis.dla.mil/h2/>



<http://www.c3i.osd.mil/org/sio/ia/diap/informemo.html>

## Safe Alert Latent Defect (SALD) Guidance Search

To see if your Safes, Compasses and other HAZ suspected items are acceptable for DRMO

<http://www.drms.dla.mil/servlet/SaldForm>

# CONTACT



If you would like to leave a positive  
**comment**?

Click the below link - Thank You!

<http://pubweb.drms.dla.mil/cccsurvey/>

Visit **DRMS** Home page at:

<http://www.drms.dla.mil>







*Your patience and cooperation is highly appreciated*